

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2000/05/31 : CIA-RDP83B00823R000500130008-1
Security Records Division

WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through November 1973		Cumulative Through November 1974		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Processing.	Cases processed based on requests for a security clearance.	2280	11	1733	11	Down 547
Indices Activities.	[REDACTED] grouped, cards typed, filed and purged, security documents numbered.	30046 STATINTL	7	10547	7	Down 19499
Filing Activities.	Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches.	57435	12	42983	12	Down 14452
Computer Support Activities.	Collective total [REDACTED] STATINTL searched, systems update transactions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications transactions.	104083	12	56690	12	Down 47393
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic, mail, notices and bulletins handled.	4991	4	5754	4	Up 763

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Case Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	1224	5	1155	5	Down 69
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1148	2	1039	2	Down 109
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	1348	3	2402	3	Up 1054
Microfiche Activities.	Collective total of pages prepared and filmed.	42415	9	31066	6	Down 11349
Compartmented Information Recordkeeping.	Collective total of changes to master record, [REDACTED] and cable actions.	36877	9	28035	9	Down 8842
Outside Agency Name Check Activity.	Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	7909	4	6206	4	Down 1703

STATINTL